



1303 Lynn Avenue
 Altoona, Wisconsin
 54720
 715-839-6092

Office Use (date stamp)
Fee Received: \$ _____
Site Plan attached: Yes No

**PLAN COMMISSION
 APPEAL FOR A CONDITIONAL USE PERMIT**

Fee Due at Time of Submittal: \$150.00

Name of Applicant	Address	Phone Number
Name of Real Property Owner	Address	Phone Number
Location of Property		
Street Address	Lot, Block & Subdivision	Parcel #
This appeal is for a CONDITIONAL USE PERMIT to allow:	Please provide ordinance reference where applicable.	
<p>It is your responsibility to provide to the Plan Commission information that supports your appeal for a conditional use. The appeal will be reviewed on the basis of how it applies to the five (5) requirements listed below. Please tell us how you intend to meet each requirement in the space provided; be specific. If you need additional space, you may use another piece of paper.</p>		
1.	That the establishment, maintenance, or operation of the conditional use will not be materially detrimental to or endanger the public health, safety, morals, or general welfare.	
2.	That the uses, values and enjoyment of other property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by the establishment, maintenance or operation of the conditional use.	

3.	That the establishment of the conditional use will not significantly impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
4.	That adequate utilities, access roads, drainage and other necessary site improvements have been or are being provided.
5.	That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
Please attach your site plan to this appeal and provide us with any additional information you wish the Plan Commission to consider in deciding whether to approve your conditional use request.	

I hereby certify that the above statements and site plan submitted herewith are true to the best of my knowledge. **(This appeal must be signed by both applicant and owner if applicant is not the property owner.)**

Date

Signature of Applicant

Date

Signature of Property Owner

<i>TO BE COMPLETED BY CITY STAFF</i>			
STAFF RECOMMENDATION			
Denied Conditional Use Permit	DENIED	Date:	
Reasons for denial:			
Approved Conditional Use Permit	APPROVED	Date:	

Note: Fee is waived if combined with site plan review on the same review date.

Conditional Use Permit Fee is \$150.00

STEPS:

1. Publish notice in newspaper [two (2) times, last notice being seven (7) days before the public hearing].
Optional: Contact surrounding property owners within two hundred feet (200').
(Reference *Chapter 19.58*)
2. Hold public hearing.